

# CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE

May 31, 2016, 8:30 AM, 800 University Union

## Minutes

Members Present: Roberta Balliet, Leigh Dodson, Karon Donald (program coordinator), Shelly Geer, Dan Hofmann, Amanda Menefee, Bindu Rangaraju, Tina White, Terri Vaughan, and Deveraux Williams

Member Absent: Leslie Doss

Guest: Lisa Gagnon

President Deveraux Williams welcomed everyone and called the meeting to order.

1. Approval of Minutes – Terri moved to approve the minutes from the March 29, 2016 Staff Senate meeting as written. Roberta seconded the motion and the vote was unanimous. The minutes were approved.
2. President's Reports
  - A. Other
    1. Human Resources, Lisa Gagnon. Lisa provided the group with a document that OHR is working on that outlines the benefits for different types of employees. The document was for review during the meeting only. The document also included a comparison matrix for the types of employees – FTE, Time-Limited and Temporary Grant. Lisa will bring the document back for an additional review prior to disseminating to employees.
3. Financial Update, Leslie Doss. Funds remaining in the budget as of May 30<sup>th</sup> are (a) Vending: \$4,022.98; (b) Staff Senate operating (class 130): \$1,889.79; (c) Staff Senate operating (class 430): \$187.41; (d) SDP: \$-201.92.
4. Unfinished Business
  - A. Open Forum – No update from October 2015 forum, but the group suggested having a joint forum or town hall after the reorganization is complete this fall. Deveraux should speak with President Clements to get his thoughts on the idea.
  - B. State Outreach/CU4Health Assessments – If George Askew funds the travel, the Senate would like to visit all Research and Education Centers and as many Extension Regional Office as possible. The CU4Health assessments were well received and that is a benefit the Senate would like to facilitate again this year if funding is available. Leigh will assist with a proposal for the funding request.
  - C. Conflict of Interest Policy – Employees are still confused about the requirement to complete the conflict of interest training. Deveraux can ask for clarification at a meeting with OHR officials.
5. New Business
  - A. June 28<sup>th</sup> Exec and July 12<sup>th</sup> Senate Meetings – Due to the lack of business in July, the Senate meeting will be cancelled. Since the July Senate meeting has been cancelled, there is no business reason for the June Executive Committee meeting. Exec will resume in July and the Senate's next meeting will be August 9<sup>th</sup>.
  - B. Meeting Locations – Once outreach dates are set, an official request for complimentary meeting rooms for the remaining meeting dates will be submitted to the Madren Center.
  - C. Move-In – Clemson University Housing & Dining is excited to offer the opportunity to welcome new students to Clemson for the 2016-17 academic year as volunteers for 2016 Move In Day! Volunteers are needed on Saturday, August 13, from 8am-4pm to assist students and families with unloading cars and carrying belongings to the students' assigned rooms. There are two volunteer shifts available, 8am-12pm and 12pm-4pm. There may also be an opportunity for two shifts on Friday, August 12, from 8am-4pm for

the new Core Campus opening. To assist in planning, please go to the link below to submit your group's volunteer information. After submitting the form, you will be contacted in late May to provide additional details regarding volunteer names and email addresses.

<https://stuaaff.clemson.edu/forms/index.php?code=Q92K4DVdxln8YB9>

- D. Meeting with Lee Gill. Deveraux Williams and Leigh Dodson met with Lee Gill. Both reported the meeting was productive and the passed along a suggestion from Lee. He suggested the Senate invite 3 or 4 "rising stars" in each budget center to Senate meetings to peek their interest in the work of the Senate and to get them more engaged with the University. Several mentioned the core curriculum component in the SDP has helped get staff to Senate meetings that normally wouldn't attend.
- E. Committee Documentation, Bindu Rangaraju. Bindu suggested each committee form a transition document for new committee members. This document would be beneficial to incoming chairs. Deveraux charged each committee to form such a document by next April.
- F. Vending Request – The request will be for \$14,000. The Senate received \$9,000 for FY16.
- G. Meeting with President Clements, Deveraux Williams. Exec was asked to list 5-7 things staff would like to have happen or get done. Keep in mind that suggestions should be things that are somewhat simple, realistic, and can happen within the year.
- H. Upcoming Presentations
  - June 14 – Baseball Facility
    - Tigers Together to Stop Suicide (Tentative)
  - August 9 and September 13
    - Office 365 Communication Team, Steve Fullerton

6. Committees

A. Standing

- 1. Activities, Roberta Balliet.
  - Military Appreciation Week – If additional Vending funds are awarded, Activities would like to allocate \$2,000 to a coffee and doughnuts reception in coordination with ROTC during Military Appreciation Week.
- 2. Communications, Bindu Rangaraju. The committee is looking for themes to engage staff in the newsletter. An example would be featuring staff or staff senator athletes during the 2016 Summer Olympics.
- 3. Membership, Shelly Geer and Bindu Rangaraju. Membership discussed possible dates for Senator Summer Lunches at Harcombe – tentative dates are Thursday, June 9<sup>th</sup> and Wednesday, July 20<sup>th</sup>. The group also discussed "getting to know your fellow senator" activities.
- 4. Policy and Welfare, Terri Vaughan. Policy and Welfare discussed issues that had been brought up in the Open Forum and chose to focus on class & comp, TLP/TGP benefits policies, a request for special parking privileges for pregnant women, the Conflict of Interest survey and P&W Outreach as a way to encourage underrepresented groups to want to become staff senators. Each member was charged with bringing to the next meeting any goals they would like to achieve in the 2016-2017 term.
- 5. Scholarship, Dan Hofmann. Scholarship is considering a fall event and Parking Services is distributing an insert in the parking permit renewal mailers to promote the scholarship fund.

7. Announcements: None.

8. Adjournment: There being no further business to discuss, the meeting adjourned.

Next Meeting: Tuesday, July 26, 2016, 8:30 a.m., University Union